



## Approver User Guide

### Version 6.6

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*Navigating the future of your expense accounts,  
Working together to get there faster...*

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# Understanding the Approval Process

When a company first sets up the expense management application the Application Administrator must choose which approval process the company will follow for approving expense reports and cash advance requests. The three approval process options are listed below.

**No Approval Process:** This option may be chosen if the company does not wish to incorporate an approval process at all. Instead, the company may allow each employee to submit their expense reports without being approved by management.

**By Submitter:** This option allows the Submitter to modify their approval hierarchy, thus giving the Submitter authority to influence how their expense reports and cash advance requests are approved. There are three variations of this approval method:

- a) **Corporate Approval Chains Only:** Submitters can construct their approval hierarchy by selecting from a list of predefined Corporate Approval Chains that are created by the Application Administrator.
- b) **Personal Approval Chains Only:** If a company decides not to use Corporate Approval Chains in their approval process, then Submitters can construct their approval hierarchy using Personal Approval Chains they created themselves.
- c) **Corporate and Personal Approval Chains:** Submitters will be able to construct their approval hierarchy using both Corporate Approval Chains and Personal Approval Chains. Each Submitter will need authorization from the Application Administrator in order to create Personal Approval Chains.

**Related Information:**

- If an expense report qualifies for auto-approval, then the file will approved automatically. Cash advance requests cannot be auto approved.

**By Financial Code:** If this option is chosen, the Application Administrator must assign an Approval Chain to each financial code in the program. Therefore, which approval chain an expense report will follow will depend upon which financial code or codes a Submitter adds to their expense report.

**Example Scenario:**

Step 1) Application Administrator assigns financial code "123" to approval chain "chain1".

Step 2) A user assigns financial code "123" to an expense item on their expense report.

Step 3) When the user submits the expense report for approval, the report is automatically assigned to the approval chain "chain1".

**Related Information:**

- Using the "By Financial Code" approval process, a Submitter will be unaware of which approval chain their expense file will be following.
- If an expense report contains multiple financial codes, then the report will be assigned to multiple approval chains.
- Although two financial codes can be assigned to the same approval chain, an expense report cannot be assigned to the same approval chain more than once. Likewise, an expense report cannot be assigned to the same Approver more than once.

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***Related Information (continued):***

- The "By Financial Code" approval process does not affect cash advance requests since they are not associated with financial codes. Instead, when a user submits a cash advance request, the Approval Hierarchy window will appear.
- Using the "By Financial Code" approval process, if an expense report qualifies for auto-approval, then the file will be approved automatically. Cash advance requests cannot be auto approved.

***See Also***

- Understanding the Approval Hierarchy

# Understanding the Approval Hierarchy

## What is the Approval Hierarchy?

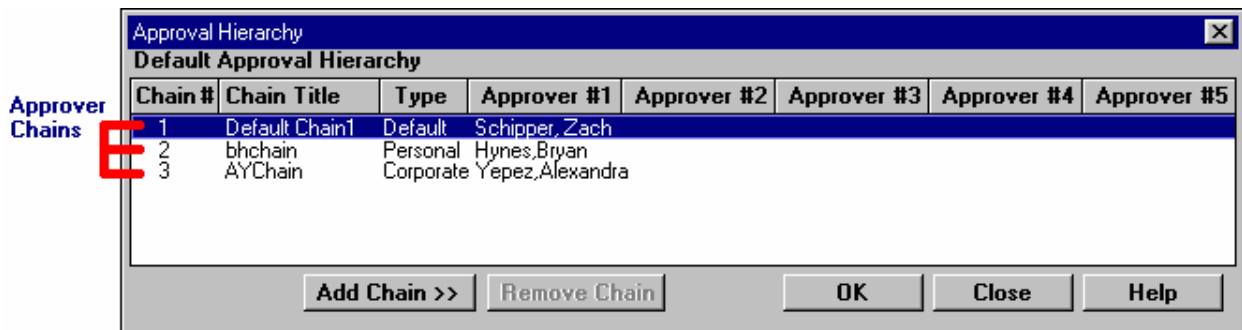
When you, the Submitter, create an expense report or cash advance request, you must submit the file for approval before you can receive payment. Submitted files proceed through an Approval Hierarchy consisting of one or more approval chains. Each approval chain consists of one or more Approvers who are responsible for either approving or rejecting the submitted file.

## Approve or Reject

In order for a file to achieve an "Approved" status, it must be approved by all the Approvers in the approval hierarchy. If one Approver rejects the file, then the file will be immediately sent back to the Submitter with a status of "Rejected".

## Approval Hierarchy Window

Each time you submit a file for approval, the Approval Hierarchy window will appear to display which approval chain or chains are currently assigned to your approval hierarchy. You can either accept the approval hierarchy the way it is, or you can modify it by adding or removing approval chains. When you are satisfied with your approval hierarchy, you may submit your file for approval.



## Approval Chains

There are two types of approval chains that can be assigned to an approval hierarchy:

1. Corporate Approval Chains, which are created by your company.
2. Personal Approval Chains, which are created by the Submitter.

It is your company's decision whether to use Corporate Approval Chains, Personal Approval Chains, or both in its approval process. See the topic Understanding the Approval Process for more information. A Submitter must be granted authority by the Application Administrator to create Personal Approval Chains. See your Application Administrator regarding which approval chains your company uses in its approval process.

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### **Default Approval Chain**

If you have been assigned a Default Approval Chain, this mandatory approval chain will appear at the top of your approval hierarchy. Your Default Approval Chain cannot be modified or removed from your approval hierarchy. Only the Application Administrator can alter your Default Approval Chain.

### **Auto Approval**

If your expense report is eligible for auto approval, your report will skip the approval hierarchy entirely and will return to you with an "Approved" status. The Approval Hierarchy window will not appear if your file is auto approved.

**Note:** Cash advance requests cannot be auto approved.

### **Approval Process**

Once an Approver approves a submitted file, the file will continue on to the next Approver in the Approver hierarchy. If the last Approver in the Approver Hierarchy approves the file, then the file will return to the Submitter with a status of "Approved". When an Approver rejects a submitted file, the file will skip the remaining Approvers in the hierarchy and will be immediately routed back to the Submitter with a status of "Rejected". If a file is rejected the Submitter has the option to correct the file and resubmit it for approval.

### **Duplicate Approvers**

If your approval hierarchy includes the same Approver in more than one approval chain, the program will optimize the approval process by having your file sent to the Approver only once.

### **Skipping Approvers**

An expense report may skip an Approver in the approval hierarchy if the report's reimbursement amount is less than the Approver's Approver Threshold. A cash advance request may skip an Approver if the request amount is less than the Approver's threshold.

### **Stale Files**

If an Approver fails to approve or reject an assigned file within the stale date interval, that file will become "stale". Once a file has become stale, it is either sent back to the Submitter or it is forwarded to the Application Administrator. Both the Submitter and the Administrator have the choice to either:

- Reroute the Stale File to Another Approver
- or -
- Skip the Approver Who Allowed the File to Become Stale

**Note:**

- The Application Administrator decides who receives stale files. The Application Administrator also sets the stale date interval.

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**Note:**

- When a stale file is sent back to the Submitter, the file will appear on the Activity Summary window with the status "Stale, Please Reroute".
- When a stale file is sent back to the Submitter, the Submitter must reroute the file to another Approver within the stale date interval; otherwise, the file will be automatically rerouted to the Application Administrator.

**Event Log Window**

You can use the Event Log window to track your file's progress through the approval hierarchy.

**See Also**

- File Status Levels
- Modifying the Approval Hierarchy
- Submitting an Expense Report
- Submitting a Cash Advance Request
- Understanding the Approval Process

# Approvers Summary Window

The Approvers Summary window is used by Approvers to open files awaiting approval.

## Example

**Approver Summary**

Search Criteria:  Date Range: From  To

Group Name:

Items For Approval:

Submitter Name	Status	Reimbursement	Net Amount	Flag	Date
Snow, Amanda	Approved	10.00	10.00		22 Mar 1999
Snow, Amanda	Approved	25.00	25.00	✓	22 Mar 1999

Expense Report / Cash Advance Details


File name:  Trip Name/Purpose:

☐ Display At Startup

## To access the Approvers Summary window:

1. Open the Main Window.



2. Click the  button on the toolbar.

## Use this window to...

- Approve or Reject an Expense Report (page 12)
- Approve or Reject a Cash Advance Request (page 14)
- Examine an Already Approved Expense Report (page 20)

## To view a file's Event Log:


1. Highlight the file you wish to examine.
2. Click the **Event Log** button.


**Result** The Event Log window will appear.

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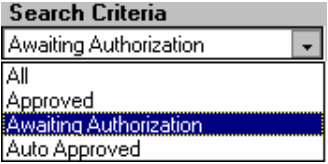


**Approval Table**

Submitter Name	Status	Reimbursement	Net Amount	Flag	Date
Snow, Amanda	Approved	10.00	10.00		22 Mar 1999






Column Heading:	Description:
<b>Submitter Name</b>	The name of the file's Submitter.
<b>Status</b>	The current status of the file.
<b>Reimbursement</b>	The file's reimbursement amount.
<b>Net Amount</b>	The file's net amount.
<b>Flag</b>	If the file contains a company travel policy violation, then the Flag column will display the flag icon  .
<b>Date</b>	The date the file was submitted for approval.

**Window Fields**

Field Name:	Description:
	<p>As soon as you open Approver Summary window, the Search Criteria field will default to "Awaiting Authorization" in order to display the all files awaiting your approval.</p> <p>If you have been assigned an User Group, and you wish to examine an approved expense report owned by an employee in that group, you may choose one of the following search criteria settings to help find the desired file:</p> <ul style="list-style-type: none"> <li>• <b>All</b> - Display all approved files, regardless of status.</li> <li>• <b>Approved</b> - Display only the files that have been approved by an Approver.</li> <li>• <b>Auto Approved</b> - Display only the files that were auto approved.</li> </ul> <p><b>Result:</b> The Group Name field will appear beneath the Search Criteria field.</p> <p><b>Note:</b> For more information, see the topic <i>Examine an Already Approved Expense Report</i>.</p> <p>If you are not working with User Groups, keep this field set at:</p> <ul style="list-style-type: none"> <li>• <b>Auto Approved</b> - Display only the files that were auto approved.</li> </ul>

Continued on next page...

**Window Fields** (continued)




<b>Field Name:</b>	<b>Description:</b>
	<p>Click the  PD Expense Report option button to display only per diem expense reports.</p> <p style="text-align: center;">- or -</p> <p>Click the  Expense Report option button to display only regular expense reports.</p> <p style="text-align: center;">- or -</p> <p>Click the  Cash Advance option button to display only cash advance requests.</p>
<b>Group Name</b>	<p>If you have been assigned a User Group, and you wish to examine an approved expense report owned by an members of that group, click inside the Group Name field and select the User Group from the drop-down list.</p> <p><b>Note:</b> This field only appears when you select the Search Criteria "All", "Approved" or "Auto Approved".</p>
	<p>Use the Date Range fields to display files according to a specific date range.</p> <ul style="list-style-type: none"> <li>• When the Approver Summary window is opened, the Date Range TO field will default to the current date.</li> <li>• The Date Range FROM field will default to the date calculated by subtracting, from the current date, the number of days set in the Date Range Apr Sum field on the Personal Profile window.</li> <li>• When the window is first opened, the Search Criteria field will default to "Awaiting Authorization". Therefore, when the user first opens the Approver Summary window, all the expense reports awaiting authorization, within the default date range, will be displayed.</li> <li>• If the date range fields are modified, click the Search button to re-execute the query. Only reports that match the search criteria and the new date range will be displayed.</li> <li>• If you enter a date in the FROM field that is greater then the date in the TO field, an error message will appear if you click the Search button.</li> <li>• A message will appear if no records are found in the selected date range.</li> <li>• If you enter an invalid date in either of the date fields, an error message will appear if you click the Search button.</li> <li>• If a User Group has been selected in the Group Name field, the window will only list those files that match the Search Criteria and date range.</li> </ul>

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**Window Fields** (continued)

<b>Field Name:</b>	<b>Description:</b>
<b>File Name</b>	This field displays the file number assigned to the file currently highlighted in your Approver Summary.
<b>Trip Name/Purpose</b>	This field displays the purpose of the file currently highlighted in your Approver Summary. A file's purpose is entered by the Submitter when the file is first created.



**Window Buttons**

<b>Button Name:</b>	<b>Description:</b>
	To open the file you have highlighted on your Approver Summary, click the Open button.
	To display the Event Log of the file you have highlighted on your Approver Summary, click the Event Log button.
	Click the Close button to exit the Approvers Summary window.

# Approve or Reject an Expense Report

Expense reports must be approved to ensure that employees are adhering to the organization's guidelines and travel policies.

**To approve or reject an expense report:**

1. Open the Approver Summary window.
2. To approve a per diem expense report, make sure that the  **PD Expense Report** option button is selected.  
  
Or, to approve a regular expense report, click the  **Expense Report** option button.
3. Select the expense report you wish to examine.
4. Click the **Open** button.

**Result** The expense report will open.

5. If you wish to recover a portion of a reimbursement amount, see *Using the Approver Expense Recovery* on page 15 for details.
6. Using your Approver Type authority, make any necessary corrections to the information in the expense report.

**Note:** For more information, see the topic *Approver Type Authority* on page 19.

**Preface:** Some Approvers are granted Approver Type authority to modify certain areas of an expense report in which they are approving. Rather than rejecting an expense report that contains an error, an Approver may be able to correct an expense report on behalf of the Submitter. The Application Administrator may grant you Approver Type authority to modify one or all of the following sections of an expense report:

- FC field
- ER Item Type field
- Category field
- Split window
- Provider field
- Client field
- Location field

Ask your Application Administrator if you have Approver Type authority to modify any of the above areas.

**Note:** Regardless of your Approver Type authority, if you are approving a per diem expense claim, you cannot modify the Location field or the ER Item Type field.

7. After examining the file, if you wish to approve the expense report, click the **Approve** button.  
  
- or -  
  
To reject the expense report, click the **Reject** button.
8. When the confirmation message appears, click the **Yes** button to continue.

*Continued on next page...*

***To approve or reject an expense report, continued***

9. If you chose to reject the expense report:
  - a) The **Comments** window will appear.
  - b) Enter your reasons for rejecting the report.
  - c) Click the **OK** button.

**Result**

- If the expense report was the last expense report on your Approver Summary window, the Expense Report window will close automatically after you have approved or rejected the expense report. The expense report will disappear from your Approver Summary window
- If you have another expense report awaiting your approval, the Expense Report window will display the next expense report on your Approver Summary window.


**Note**

- Authority to approve expense reports can only be granted by the Application Administrator.
- Approvers must be connected to the Local Area Network (LAN) in order to approve/reject expense reports.

# Approve or Reject a Cash Advance Request

Cash advance requests must be approved to ensure that employees are adhering to the organization's guidelines and travel policies.

## ***To approve or reject a Cash Advance Request:***

1. Open the Approver Summary window.
2. Select the  **Cash Advance Request** option button.
3. Select the cash advance request you wish to examine.
4. Click the **Open** button.

**Result** The cash advance request will open.

5. After examining the file, if you wish to approve the cash advance request, click the **Approve** button.

**- or -**

To reject the cash advance request, click the **Reject** button.

6. When the confirmation message appears, click the **Yes** button to continue.
7. If you chose to reject the cash advance request:
  - a) The **Comments** window will appear.
  - b) Enter your reasons for rejecting the file.
  - c) Click the **OK** button.

**Result** The Cash Advance Request window will close automatically after you have approved or rejected the cash advance request. The cash advance request will disappear from your Approver Summary window.

## **Note**

- Authority to approve cash advance requests can be granted by the Application Administrator.
- Approvers must be connected to the Local Area Network (LAN) in order to approve/reject cash advance requests.

# Comments Window

The Comments window appears automatically when an Approver rejects an expense report or cash advance request. The Approver is required to enter the reasons why he/she rejected the file. When the rejected file is sent back to the Submitter, the Submitter can view the comments attached to the file from the Event Log window.

## ***To attach comments to a rejected file:***

1. In the Comments window, enter your reasons for rejecting the file.
2. Click the **OK** button.

**Result** The program closes the Comments window and the Approval window. The rejected file is sent back to the Submitter.

## ***See Also***

- Approve or Reject an Expense Report
- Approve or Reject a Cash Advance Request

# Approver Expense Recovery Window

When approving an expense report, an Approver can use the Approver Expense Recovery window to reclaim a portion of the Submitter's reimbursement amount. Reasons for using this feature include:

- Reclaiming the amount by which a Submitter has exceeded their guideline amount.
- Reclaiming all or part of an incorrect expense claim.

For more information see Approver Expense Recovery (page 15).

**Approver Expense Recovery**

Expense Category: Breakfast

Expense Amount: 9.00 (USD)

Current Recovery: 0.00

Recovery Amount: 0.00

Reason: Way too much for the item

**Recovery History**

Recovery Amount	Date	Recovered By	Reason

Save Cancel Close Help

## Opening the Approver Expense Recovery Window

1. From the Approver Summary window, open the expense report awaiting your approval.
2. From the ER Details tab, select the expense item to which you would like to apply the expense recovery.

**Reminder:** Although the expense recovery amount is reclaimed from the Submitter's reimbursement amount, the Approver must apply the expense recovery amount directly to the problem expense item. The expense item amount will not reflect the expense recovery amount, only the reimbursement amount will be affected.

3. Click the **Recovery** button.

**Result** The Approver Expense Recovery window will appear.

## See Also

- Using the Approver Expense Recovery

*Continued on next page...*



**Window Fields**

<b>Field Name:</b>	<b>Description:</b>
<b>Expense Category</b>	The expense category assigned to the selected expense item.
<b>Expense Amount</b>	The current expense amount.
<b>Current Recovery</b>	The current total recovery amount.
<b>Recovery Amount</b>	Enter the amount you wish to recover from the expense amount.
<b>Reason</b>	Explain why you are recovering the amount from the expense amount.

# Using the Approver Expense Recovery

When approving an expense report, the Approver Expense Recovery feature allows an Approver to reclaim a portion of the Submitter's reimbursement amount. Reasons for using this feature include:

- Reclaiming the amount by which a Submitter has exceeded their guideline policy amount.
- Reclaiming all or part of an incorrect expense claim.

For more information see [Approver Expense Recovery](#) in the Glossary.

## Using Approver Expense Recovery

1. From the Approver Summary window, open the expense report awaiting your approval.
2. From the ER Details tab, select the expense item to which you would like to apply the expense recovery.

**Reminder:** Although the expense recovery amount is reclaimed from the Submitter's reimbursement amount, the Approver must apply the expense recovery amount directly to the problem expense item. The expense item amount will not reflect the expense recovery amount, only the reimbursement amount will be affected.


3. Click the **Recovery** button.

**Result** Approver Expense Recovery window (page 16) will appear.

4. In the **Recovery Amount** field, enter the amount you wish to reclaim from the reimbursement amount.
5. In the **Reason** field, explain why you are reclaiming this amount from the expense report.
6. Click the **Save** button.

**Result** The recovery event is recorded in the Recovery History. The amount you recovered is added to the Current Recovery field.

7. Click the **Close** button to exit the Approver Expense Recovery window.

**Result** A recovery icon  will now appear beside the expense item. Arrows now appear on the Recovery button to further indicate that a recovery event has been applied the expense item. On the ER Summary tab, the Recovery field will display the amount you recovered from the expense report.

8. Proceed with approving the expense report.

## See Also

Approver Expense Recovery Window (page 16)

## Approver Type Authority

Some Approvers are granted Approver Type authority to modify certain areas of an expense report they are approving. Rather than rejecting an expense report that contains a minor error, an Approver may be able to correct an expense report on behalf of the Submitter. The Application Administrator is responsible for granting Approver Type authority to modify one or all of the following sections of an expense report:

- FC field
- ER Item Type field
- Category field
- Split window
- Provider field
- Client field
- Location field

Ask your Application Administrator if you have Approver Type authority to modify any of the above areas.

**Note:** Regardless of your Approver Type authority, if you are approving a per diem expense claim, you cannot modify the Location field or the ER Item Type field.

### See Also

- Approve or Reject an Expense Report

## Examine an Already Approved Expense Report

If an Approver wishes to examine an expense report that have already been approved, the Approver must ask the Application Administrator to assign him/her a User Group containing the name or names of the employees who's reports the Approver wishes to examine. Once the User Group has been created, the Approver can select the User Group on the Approver Summary window to quickly list the reports owned by the employees in the group.

**Note:** For more information, see the topic *User Groups* on page 41.

### Examine an approved expense report

1. Open the Approver Summary window.
2. From the **Search Criteria** drop-down list, select one of the following criteria:

Criteria	Description
All	All approved files are displayed, regardless of status.
Approved	Display only the files that have been approved.
Auto Approved	Display only the files that were auto approved.

**Result** The Group Name field will appear beneath the Search Criteria field.

**Example:**

3. Click the ☒ **Expense Reports** option button.
4. Make sure that the **Date Range** fields are set at a range that includes the date the file was created.
5. Click inside the **Group Name** and select the User Group name from the drop-down list.

**Result** All the expense reports owned by the employees in the Approver Group will be listed according to the Search Criteria you selected.

6. Select the expense report you wish to open.
7. Click the **Open** button.

**Result** The Expense Report window will open with the file you selected.

### See Also

- Approver Summary Window

# Glossary

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## Aging Cash Advances

When a user receives a cash advance, that amount is immediately added to their Outstanding Cash Advance (OCA) balance. The program monitors the number of days the cash advance remains outstanding, or in simple terms, the number of days the cash advance has "aged". As additional cash advances are approved to a single user, those amounts are added to the user's overall OCA balance, but the program continues to monitor the age of each individual cash advance separately.

Most often, when an employee pays for a business expense using the cash advance they received from their company, the employee will record this action in their expense report by allocating the cost of the expense from their OCA balance. This process provides assurance to the company that its funds have been allocated appropriately. But when a user fails to comply with this process, for whatever reason, it is difficult for a company to monitor which users are allowing their OCA balance to become delinquent.

Using the Aging Cash Advance feature, a company can control the number of days a user's cash advance remains outstanding by applying restrictions to the user's ability to submit expense reports. A company can create customized Aging Periods that will cover the life-span of each individual cash advance. For instance, the first Aging Period could cover the first 60 days, the second period could cover an additional 30 days. Once the Aging Periods have been created the company can assign a Deduction Method to each period. Each Deduction Method will define the mandatory tasks the user must complete before they can submit their next expense report. These tasks will center on reducing their outstanding cash advances.

## Application Administrator

The person responsible for setting-up and maintaining user accounts and system settings.

## Approval Chain

A group of Approvers assigned to approve the same expense report or cash advance request. One by one, each Approver must examine the assigned file according to the order in which each Approver appears in the chain. If one Approver rejects the file, the file will return to the Submitter as "Rejected" and will not continue on to the remaining Approvers in the chain. A file may only achieve "Approved" status once the file has been approved by each Approver in the chain.

There are two types of approval chains:

- Corporate Approval Chains
- Personal Approval Chains

It is your company's decision whether to use corporate approval chains, personal approval chains, or both in its approval process. See Understanding the Approval Process for more information. See your Application Administrator regarding which approval chains your company uses in its approval process.

## Approval Hierarchy

### ***What is it?***

When you, the Submitter, create an expense report or cash advance request, you must submit the file for approval before you can receive payment. Submitted files proceed through an approval hierarchy consisting of one or more approval chains. These approval chains may be chosen by either the Submitter or the Application Administrator. Each approval chain consists of one or more Approvers who are responsible for either approving or rejecting the submitted file.

For more information, see [Understanding the Approval Hierarchy](#).

## Approved

This file status indicates that an expense report or cash advance request has been authorized.

## Approver

An individual with the authority to approve and reject expense reports and cash advance requests.



## Approver Expense Recovery - Terminology

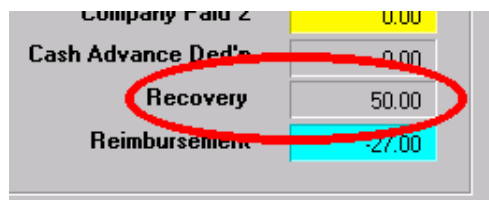
When approving an expense report, the Approver Expense Recovery feature allows an Approver to reclaim a portion of the Submitter's reimbursement amount. Reasons for using this feature include:

- Reclaiming the amount by which a Submitter has exceeded their guideline amount.
- Reclaiming all or part of an incorrect expense claim.


**Example:** An employee claims a \$100 car rental expense on their expense report. The employee's Car Rental guideline limit is only \$50. Using the Approver Expense Recovery feature, the Approver reclaims \$50 from the employee's reimbursement amount to atone for the \$50 the employee has exceeded their guideline amount.

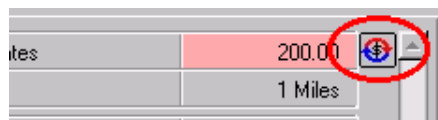
**Note:**


- The Approver Expense Recovery feature must be activated by the Application Administrator.
- Although the expense recovery amount is reclaimed from the Submitter's reimbursement amount, the Approver must apply the expense recovery amount directly to the problem expense item. The expense item amount will not reflect the expense recovery amount, only the reimbursement amount will be affected.
- The Report Header tab on the Expense Report window has a Recovery field that displays the total amount recovered by the Approver. The Recovery field can only be seen by the Approver.



Company Paid 2	0.00
Cash Advance Ded'n	0.00
<b>Recovery</b>	50.00
Reimbursement	-27.00

- When an expense recovery amount is applied to a specific expense item on the ER Details tab, a recovery icon  will appear beside the designated expense item.



ites	200.00	
	1 Miles	

All expense recoveries will become part of the original expense report for tracking/audit purposes.

## Approver Threshold

When an Approver is assigned to an approval chain, the Approver is allocated a threshold amount of \$0.00 or greater. This value represents the minimum amount to which an expense report or cash advance request must claim before it is sent to that Approver for authorization. Otherwise, if the file's reimbursement amount is less than the Approver's threshold amount, the file will skip the Approver and continue on to the next Approver in the approval chain.

### **Example Scenario:**

- Approver A has a threshold of \$1,000.
- Submitter A has submitted a cash advance request for \$500 through an approval chain that includes Approver A.
- Therefore, the cash advance request will skip Approver A because Approver A only examines requests for \$1,000 or more.

### **Note:**

- At least one Approver in every approval chain must have an approval threshold equal to \$0.00. This ensures that at least one Approver will examine the file.
- When the Application Administrator assigns an Approver to a Corporate Approval Chain, the Administrator must assign the Approver's threshold amount.
- When a Submitter assigns an Approver to a Personal Approval Chain, the Submitter must specify the Approver's threshold amount.

## Auto Approved

This file status indicates that the expense report has been approved without it requiring an authorization from an Approver.

**Note:** Cash advance requests cannot be auto approved.

An expense report can qualify for auto-approval as long as the following criteria have been met:

- Your company must be using a "By Submitter" or "By Financial Code" approval process. See the topic Understanding the Approval Process for more details.
- The Application Administrator must set the Threshold Amount option to "Yes" in your personal profile account. The Threshold Amount option is also known as your Submitter Threshold.
- Your Submitter Threshold must be greater than zero (set by the Application Administrator).
- The Reimbursement Amount on your expense report must be less than your Submitter Threshold.
- The expense claims on your report cannot exceed your guideline level limit (set by the Application Administrator).

## Awaiting Approval

This file status indicates that the expense report or cash advance request is awaiting approval. The file will display this status when it arrives on the Approver Summary window.

## Base Currency

The domestic currency of the country in which your office is located. For example, companies located in the United States will use US dollars as their base currency. Your base currency was set-up during the installation of the program.

## Cash Advance Request

You, the Submitter, may create and submit a cash advance request should you need a cash advance to pay for business related expenses you expect to accrue on a upcoming business trip.

### ***Related Information:***

- Permission to create cash advance requests must be given by the Application Administrator.
- Cash advance requests are created using the Cash Advance Request window.
- When a cash advance request is approved the requested amount will be applied to the Submitter's Outstanding Cash Advance balance, which is displayed on the ER Summary tab of the Expense Report window.
- When the Submitter uses the cash advance to pay for business expenses, the Submitter must reduce their Outstanding Cash Advance balance on their expense report. For more details see the topic *Reconciliation of Outstanding Cash Advances*.

## Client

The name of the client or company for whom you are visiting or providing a service.

## Corporate Approval Chains

Created by the Application Administrator, a Corporate Approval Chain is a group of Approvers assigned to approve the same expense report or cash advance request. A Corporate Approval Chain cannot be modified by a Submitter.

**Note:** A Submitter may add Corporate Approval Chains to his/her approval hierarchy from the List of Chains tab on the Approval Hierarchy window.

## Currency Codes

<b>Country</b>	<b>Currency</b>	<b>SIC Code</b>
Algeria	Algerian Dollar	DZD
Argentina	Argentine Peso	ARP
Australia	Australian Dollar	AUD
Austria	Austrian Shilling	ATS
Bahamas	Bahamian Dollar	BSD
Bahrain	Bahraini Dinar	BHD
Bangladesh	Taka	BBD
Barbados	Barbados Dollar	BDT
Belgium	Belgian Franc	BEF
Bermuda	Bermudian Dollar	BMD
Brazil	Real	BRL
Bulgaria	Lev	BGL
Canada	Canadian Dollar	CAD
Canary Islands	Spanish Peseta	ESP
Cayman Islands	Cayman Dollar	KYD
Chili	Chilean Dollar	CLP
China	Yuan Renmimbi	CNY
Costa Rica	Costa Rican Colon	CRC
Cyprus	Cypriot Pound	CYP
Czechoslovakia	Czeck Koruna	CSK
Denmark	Danish Krone	DKK
Dominican Republic	Dominican Peso	DOP
Egypt	Egyptian Pound	EGP
El Salvador	El Salvador Colon	SVC
European Community	European Curr unit	XEU
Faeroe Islands	Danish Krone	DKK
Fiji	Fiji dollar	FJD
Finland	Markka	FIM
France	French Franc	FRF
Germany	Deutschemark	DEM
Ghana	Cedi	GHG
Greece	Drachma	GRD

*Continue on next page...*

**Currency Codes (continued)**

<b>Country</b>	<b>Currency</b>	<b>SIC Code</b>
Greece	Drachma	GRD
Guatemala	Quetzal	GTQ
Hong Kong	Hong Kong Dollar	HKD
Hungary	Forint	HUF
Iceland	Icelandic Krona	ISK
India	Indian Rupee	INR
Indonesia	Rupiah	IDR
Ireland	Irish Pound	IEP
Italy	Italian Lira	ITL
Jamaica	Jamaican Dollar	JMD
Japan	Yen	JPY
Kenya	Kenyan Shilling	KES
Korea	Won	KRW
Lebanon	Lebanese Pound	LBP
Liechtenstein	Swiss Franc	CHF
Malaysia	Malaysian Ringgitt	MYR
Mauritius	Mauritius Rupee	MUR
Mexico	Mexican Nuevo Peso	MXN
Monaco	French Franc	FRF
Morocco	Moroccain Dirham	MAD
Netherlands	Netherlands Guilder	NLG
New Zealand	New Zealand Dollar	NZD
Nicaragua	Cordoba Oro	NIO
Norway	Norwegian Krone	KOK
Oman	Rial Omani	OMR
Pakistan	Pakistan Rupee	PKR
Papua New Guinea	Kina	PHP
Philippines	Phillipine Peso	PHP
Poland	Zloty	PLZ
Portugal	Portugese Escudo	PTE
Saudi Arabia	Saudi Riyal	SAR
Scotland	Pound Sterling	GBP

*Continue on next page...*

**Currency Codes (continued)**

<b>Country</b>	<b>Currency</b>	<b>SIC Code</b>
Singapore	Singapore Dollar	SGD
Spain	Spanish Peseta	ESP
Sweden	Swedish Korona	SEK
Switzerland	Swiss Franc	CHF
Tahiti	CFP Franc	XPF
Taiwan	New Taiwan Dollar	TWD
Thailand	Thailand Bhat	THB
Trinidad & Tobago	Trinidad and Tobago Dollar	TTD
Turkey	Turkish Lira	TRL
United Arab Emirates	UAE Dirham	AED
United Kingdom	Pound Sterling	GBP
Uruguay	Uruguayan Peso	UYP
Venezuela	Bolivar	VEB
Zambia	Kwacha	ZMK
Zimbabwe	Zimbabwe Dollar	ZWD

## Default Financial Code

A user's Default Financial Code represents the financial code they use most often. It will automatically appear in the FC field of each new expense item added to user's expense report.

A user can modify their Default Financial Code from the Personal Profile window. If a user does not have permission to alter their Personal Profile, then the Application Administrator will need to set up the user's Default Financial Code.

**Note:** If your company has activated the Financial Code Cascade feature, then each new expense item will copy the financial code from the previous expense item. See the topic Financial Code Cascade Feature for more information.

## Event Log

A chronological list of events associated with a particular expense report or cash advance request (e.g. Submitted, Rejected). A file's event log can be displayed from the Event Log window. For a list of event log events, see the topic Event Log Events.

## Expense Category

The Application Administrator has created a pre-defined list of expense categories that will cover all your potential business expenses. When you add a business expense to an expense report you must select, from the Category drop-down list, the expense category that best describes your expense.

### Example

The screenshot shows the 'ER Details' tab of an expense report interface. A table with the following columns is visible: 'Expense Category' (with a drop-down arrow), 'Amount' (05.000009.N/), 'Location\*', 'Client', and 'Description'. The 'Expense Category' drop-down list is open, showing the following options: Airfare, Breakfast, Car Rental - Alamo, Car Rental - Avis, Car Rental - National, Car Rental - Other, and Car Rental Fuel. A red arrow points to the 'Expense Category' drop-down list with the text 'Expense Category drop-down list.'.

Each expense category is assigned a guideline amount which states the limit you are allowed to claim as a company expense. This guideline amount can be seen in the Guideline field located in the bottom right corner of the ER Details tab.

The screenshot shows a table with the following columns: 'State Tax', 'V.A.T.', 'Ex. Rate', 'Foreign Amt', and 'Guideline'. The 'Guideline' field is highlighted with a red arrow pointing to it. The values in the table are: State Tax (0.00), V.A.T. (0.00), Ex. Rate ( ), Foreign Amt ( ), and Guideline (300.00).

State Tax	V.A.T.	Ex. Rate	Foreign Amt	Guideline
0.00	0.00			300.00

## File Number

An expense report or cash advance request is assigned a file number by the application when the file is first created. The file number is a unique number made by combining:

- Your employee ID
- A two-letter code indicating whether the file is an expense report or cash advance request
- Report number (e.g. 440103-ER26).

## File Types

A file may either be an expense report or a cash advance request.

## Financial Codes

Financial codes allow a company to categorize the travel and entertainment expenses of its employees. For example, a single group of financial codes could monitor a company's expenses according to service providers, department, or location.

Each financial code is comprised of code segments representing specific levels of information. To select a financial code, a user must select the necessary segment codes that make up the appropriate financial code.

The Application Administrator is responsible for creating all financial codes.

## Flag

If a user claims an expense item that exceeds the company guideline set for the selected expense category (e.g. airfare, entertainment, etc.), a red flag will appear beside the user's expense report on the Activity Summary window.

### **Example**

A user claims a \$200.00 entertainment expense item on their expense report. The company guideline amount for the expense category "Entertainment" is set at \$100.00. As a result, the user will receive an error message stating "the value you have entered in the amount field exceeds the company guideline". The Amount field will also appear in red to indicate that the expense amount exceeds the company guideline. If the user saves the new expense report, the report would appear on the Activity Summary with a red flag beside it.

**Note:** The Application Administrator is responsible for assigning company guideline amounts to each expense category.

*Continue on next page...*



## Group Category Daily Threshold

This feature can be used by the Application Administrator to group several expense categories into one group and assign the group a maximum daily per report dollar value, otherwise known as a daily threshold limit.

### Example

The expense categories "Breakfast", "Lunch", and "Dinner" could be grouped under the category group "MEALS". By assigning a threshold limit to this group, you could limit the total amount a user could claim on meals for a single day.

### Result

If a user attempts to submit an expense report containing one or more expense items that have exceeded their Group Category Daily Threshold limit, the Group Category Threshold window will appear to warn the user of the threshold violation.

ER Summary					
ER Details					
1	04 Oct 2000	Breakfast	101.A01AAV	United States	75.00
	Expense	Harveys	Client	Breakfast at Harveys	1 People
2	04 Oct 2000	Lunch	101.A01AAV	United States	75.00
	Expense	McDonalds	Client	Lunch at McDonalds	1 People
3	04 Oct 2000	Dinner	101.A01AAV	United States	75.00
	Expense	Rosa's Restaurant	Client	Dinner at Rosa's	1 People

Group Name	Date	Daily Threshold	Total Amount	Excess Amount
MEALS	04 Oct 2000	200.00	250.00	50.00

The total amount exceeds daily threshold. Please correct any exceeding amount.

OK Help

### Set-up Option

When setting up the Group Category Threshold feature, the Application Administrator has the option to either:

- a) Not allow the user to submit the expense report without complying with the daily threshold limit.


- or -

- b) Allow the user to submit the expense report with or without complying with the daily threshold limit. If the report is submitted with a violation, the Approver will receive the violation message when he/she examines the report.

## Guideline Amount


Each guideline level is assigned a guideline amount for each expense category. The guideline amount determines how much each employee is allowed to claim as a business expense for a particular expense category. When you claim an expense item that exceeds your guideline limit, your expense report will be flagged when you submit it for approval.

### Example Scenario

A department manager is assigned (by the Application Administrator) the guideline level "Manager", which has a guideline amount of \$300.00 for the expense category "Airfare". If this manager creates an airfare expense item that exceeds \$300.00, then a red flag  will appear beside user's the expense report on the Activity Summary window.

### Related Information

When a user is creating an expense item, as soon they select an expense category from the Category field, the Guideline field will display the user's guideline amount for that particular expense category. The Guideline field is located in the bottom right-hand corner of the ER Details tab.



/State Tax	V.A.T.	Ex. Rate	Foreign Amt	Guideline
0.00	0.00			300.00

## Guideline Level

Your Application Administrator has created a list of guideline levels that are used to group employees according to the limit they are allowed to claim as a business expense for each expense category (airfare, entertainment, etc.). The purpose of the guideline level is to provide a company-wide solution to restricting employees from claiming expenses that exceed the company's guideline policies.

### Example Scenario

- A department manager is assigned the guideline level "Manager" in their personal profile.
- A sales person is assigned the guideline level "Sales".
- The guideline level "Manager" is assigned a guideline amount of \$300.00 for the expense category "Airfare". Therefore, the department manager will be allowed to claim an airfare expense of up to \$300.00.
- The guideline level "Sales" is assigned a guideline amount of \$200.00 for the expense category "Airfare". Therefore, the sales person will be allowed to claim an airfare expense of up to \$200.00.

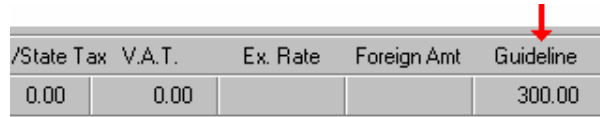
*Continue on next page...*

### Violation Consequences



If an employee claims an expense item that exceeds a guideline amount, the following counter measures will be activated:

- The user will receive an error message stating "the value you have entered in the amount field exceeds the company guideline".
- The Amount field will appear in red to indicate that the expense amount exceeds the company guideline.

**Note:** The company guideline amount for the selected expense category is always displayed in the Guideline field.



/State Tax	V.A.T.	Ex. Rate	Foreign Amt	Guideline
0.00	0.00			300.00

- If the user saves an expense report containing a guideline violation, the report will appear on the Activity Summary with a red flag  beside it.
- Expense reports that contain guideline violations cannot be auto approved.
- If the user submits the expense report for approval, when an Approver receives the report in their Approver Summary window, a red flag  will appear beside the expense report.

### Related Information

- A user may view their assigned guideline level on the Personal Profile window (on the User Information tab).

## Hotel Folio

Use the Hotel Folio feature to record your individual hotel expenses when completing an expense report. For instance, most corporations require that their employees list all their hotel expense claims separately. For more information, see the topic Creating a Hotel Folio.

**Note:** You may also use the Hotel Folio Wizard to assist you with completing your Hotel Folio.

## Hotel Folio Wizard

The Hotel Folio Wizard can assist you with completing your Hotel Folio when recording individual hotel expenses on an expense report.

**Note:** The Folio Wizard check box ☒ must be selected on your Personal Profile window before you can use the Hotel Folio Wizard.

## Local Area Network

The cable network that connects your computer to the network server, printer, and other computers in your office.

## Login ID

The user name each user must enter at the Login window when first starting the application.

## Modem

A peripheral computer device, which, when connected to your personal computer or laptop, sends and receives data via telephone lines from another computer.

## Net Amount

The Net Claim on an expense report is the total amount of expenses being claimed minus the total personal expenses of the Submitter.

## Outstanding Cash Advances

Each time you, the Submitter, are approved for a cash advance request, the request amount is added to your Outstanding Cash Advance balance. This balance will appear in the Outstanding Cash Advance field on the Expense Report window.

### *Example*

A screenshot of a software interface showing the 'Outstanding Cash Advance' field. The field is highlighted in green and contains the value '7,190.00'. To the right of the field is a small square button with an upward-pointing arrow, and a red arrow points to this button from the right.

### *Related Information*

- It is the Submitter's responsibility to reduce their Outstanding Cash Advance balance. For more details see the topic Reconciliation of Outstanding Cash Advances.
- Use the Outstanding Cash Advance window to examine your OCA balance.

## Personal Approval Chains

Created by the Submitter, a personal approval chain contains a group of Approvers whom the Submitter has chosen to approve his/her expense report or cash advance request. A personal approval chain can only be used and modified by the Submitter who created the chain.

### *Note:*

- Personal approval chains are created on the Define Personal Chain Tab of the Approval Hierarchy window.
- A Submitter must be authorized by the Application Administrator to create personal approval chains.
- At least one Approver in every approval chain should have an approval threshold of \$0.00.

## Personal Pick List

Each user has a personal pick list which they can use to store frequently used expense providers and client codes. When creating an expense report, you may open the Pick List window to quickly apply a provider or a client code to an expense item.

- To select an expense provider from the Pick List window, click once inside the **Providers** field, then click the ☐ button beside the field.



A screenshot of a software window titled 'Pick List'. It has a grid layout. The top row contains '08 May 2001', 'Category\*', and 'FC\*'. The bottom row contains 'Expense', a text input field, and 'Client'. A red circle highlights a small square button located between the 'Expense' field and the 'Client' label.

- To select a client code from the Pick List window, click once inside the **Clients** field, then click the ☐ button beside the field.



A screenshot of the same 'Pick List' window. In this view, the 'Expense' field now contains the word 'Provider'. The red circle still highlights the same small square button between the 'Expense' field and the 'Client' label.

**Note:** Use the Create Personal Pick List Window to add expense providers and client codes to your personal pick list.

## Personal Split Formula

A Personal Split Formula stores the financial codes and split percentages you use most often when splitting the cost of an expense item between two or more financial codes. Using a Split Formula saves you the time entering the split information manually.

## Provider

The name of the expense item supplier (organization or store).

## Proxy Approver

If an Approver is incapable of performing his/her approval duties (on business or personal trips, etc.), a Proxy Approver can be assigned to perform those approval obligations. Duties include approving/rejecting expense reports and cash advance requests. The Proxy Approver will also receive email on behalf of the host Approver.

An Approver can choose his/her own Proxy Approver from the Defaults tab on the Personal Profile window.

## Reimbursement Amount

The total amount being claimed as a reimbursable business expense by a Submitter on an expense report. Once the expense report has been approved, the reimbursement amount represents the amount owed to the Submitter by the corporation.

## Rejected

A file status indicating that the expense report or cash advance request was rejected by an Approver.

## Report Number

A number automatically generated by the application to uniquely identify your expense report. It is also shown as the last two or three digits of the File Number.

## Reroute

When a file becomes stale during the approval process, both the Submitter and the Application Administrator have the option to reroute the file to another Approver.

## Service Access

Service Access is a feature that allows a user to give another user login access to their login account to create/modify/submit an expense report on their behalf.

**Example:** If a manager needed his/her secretary to record expense reports on his/her behalf, the manager could give the secretary Service Access rights to his/her login account.

## Skipped

When an Approver has allowed a file to become stale, both the Application Administrator and the Submitter have the option to skip the Approver. As a result, the file will be automatically forwarded to the next Approver in the file's approval hierarchy.

**Note:**

- You cannot skip the last Approver in the file's approval hierarchy. An error message will appear if you attempt to skip the last Approver. You can only reroute the file to another Approver. See the topic Reroute Files to Another Approver for more information.
- The Submitter may skip an Approver from the Reroute Stale File window.
- If either the Submitter or the Application Administrator skips an Approver, the file's Event Log will display a "Skipped" event along with the name of the Submitter or the Application Administrator.

## Sort

A function used to list expense reports in a specific order. Items are sorted by; Item Number, Category, Date, Financial Code, and GL Code. After sorting items within an expense report, it is not possible to save the items in their sorted order; they automatically revert back to the way in which they were entered.

## Stale

If an Approver fails to approve or reject an assigned file within the stale date interval, that file will become "stale". Once a file has become stale, it is either sent back to the Submitter or it is forwarded to the Application Administrator. Both the Submitter and the Administrator have the choice to either:

- Reroute the Stale File to Another Approver
- - or -
- Skip the Approver Who Allowed the File to Become Stale

**Note:**

- The Application Administrator decides who receives stale files. The Application Administrator also sets the stale date interval.
- When a stale file is sent back to the Submitter, the file will appear on the Activity Summary window with the status "Stale, Please Reroute".
- When a stale file is sent back to the Submitter, the Submitter must reroute the file to another Approver within the stale date interval; otherwise, the file will be automatically rerouted to the Application Administrator.

## Stale Date Interval

The designated time period in which an Approver must either approve or reject an assigned expense report or cash advance request. If an Approver does not approve or reject a file within the stale date interval, the file will become "stale".

The stale date interval is set by the Application Administrator.

**Note:** When a stale file has been sent back to the Submitter, the Submitter must reroute the file to another Approver within the stale date interval; otherwise, the file will be automatically rerouted to the Application Administrator.

## Submitted

This file status indicates that the expense report or cash advance request has been submitted for approval.

## Submitter

The individual who prepared and submitted the expense report or cash advance request.

## Submitter Threshold

The total limit a Submitter is authorized to claim on their expense report.

The Application Administrator is responsible for setting up a user's Submitter threshold. A user can view their Submitter threshold on the Personal Profile window (Threshold Amount field).

If a user's Submitter threshold amount is set to \$0.00, then the user will be ineligible for having their expense reports auto-approved.

## Tax Rules

A Tax Rule is a formula the expense report software uses to determine how an expense item is taxed depending on the location where the item is purchased. Each location in your database uses one of the following three Tax Rule formulas:

• <b>Single</b>	Expense Amount = Base Amount (Tax Rate + 100%)
• <b>Additive</b>	Expense Amount = Base Amount (Tax Rate 1 + Tax Rate 2 + 100%)
• <b>Compound</b>	Expense Amount = Base Amount x (Tax Rate 1 + Tax Rate 2 + (Tax Rate 1 x Tax Rate 2) + 100%)

### *Example*

The province of Ontario applies both a federal and a provincial tax, at an additive rate, to most consumer goods.

### *Note:*

- Tax Rules are set-up by the Application Administrator.
- The Tax Rule applied to an expense item can be displayed on the Tax Details window.

## Unsubmitted

A file status indicating that the expense report or cash advance request has been saved but has not yet been submitted for approval.



## User Groups

### ***What is a User Group?***

A User Group is a group of one or more users. For example, user-A and user-B can be members of the User Group "group-1".

A User Group can be created by the Application Administrator.

### ***What is the purpose of a User Group?***

When an Approver is assigned to a User Group, that Approver will have viewing access to the approved expense reports belonging to the members of that User Group. For example, if approver-A is assigned to User Group "group-1", then approver-A will have viewing access to the approved expense reports belonging to user-A and user-B.

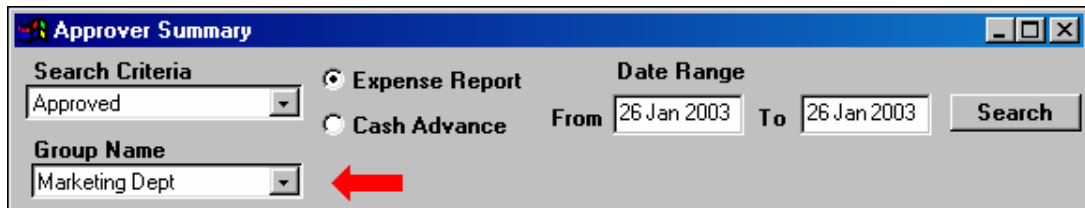
An Approver can be assigned to a User Group by the Application Administrator.

Several Approvers can be assigned to a single User Group. An Approver can be assigned to several User Groups.

### ***How can an Approver use a User Group?***

From the Approver Summary window, an Approver can select a User Group from the Group field. The Group Name field will only list the User Groups to which that Approver is assigned. When a User Group is selected, the Approver Summary window will list the approved expense reports belonging to the members of that User Group.

**Note:** The Group Name field can only be seen when the Approver selects "All", "Approved", or "Auto Approved" on the Search Criteria field.



The screenshot shows the 'Approver Summary' window. It has a title bar with a standard Windows icon and window controls. The main area contains several fields: 'Search Criteria' with a dropdown menu showing 'Approved'; 'Expense Report' with a radio button selected; 'Cash Advance' with a radio button unselected; 'Date Range' with 'From' and 'To' date pickers both set to '26 Jan 2003'; and a 'Search' button. Below these is a 'Group Name' dropdown menu showing 'Marketing Dept'. A red arrow points to the 'Group Name' dropdown menu.

### ***See Also***

- Examine an Already Approved Expense Report (page 20)